

## ESS Approve/Reject Leave Request

**Purpose** Use this procedure to approve or reject a leave request from an employee.



**Important Notice about employee's with a 24/7 work schedule.** They **MUST** submit **SEPARATE REQUESTS** for **EACH DAY** of leave taken. If a single request for multiple days is submitted, ESS will display the error "*A separate leave request is required for each day.*"



Supervisors will monitor employee leave balances and approve or deny requests, ensuring the request is coded correctly in accordance with Chapter 357-31 and corresponds with the employee's work schedule.

Leave requests are processed every 15 minutes. On payroll processing days the program is run every hour on the ½ hour. You receive one email reminder (from TIDALSAP@wa.gov) for all requests submitted during the hour. Once you log into ESS you will have access to all pending leave requests so you can process them at the same time. Rather than relying on the email notification, it is recommended that you routinely log into ESS and view your worklist.

From: TIDALSAP [TIDALSAP@wa.gov]

To:

Cc:

Subject: Your worklist contains leave requests

You have leave requests waiting for you to process. To begin processing, visit the leave request application at Employee Self Service (<https://wahrms.wa.gov/>).

Requests To Be Approved:

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Requester : MASEN LILY K ( 00319438 )

Request: Bereavement Leave U, 10/21/2010

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### Helpful Hints



Employee Self Service is available to employees who are paid through the State of Washington's central payroll system. ESS does not apply to employees of higher education institutions.



You can go directly to the portal from any supported internet browser by entering this web address: <https://wahrms.wa.gov/>. Depending on your operating system, the supported browsers are: Microsoft Internet Explorer 6, 7 or 8 and Mozilla Firefox 3.6. Other browsers may work, but they are not supported.

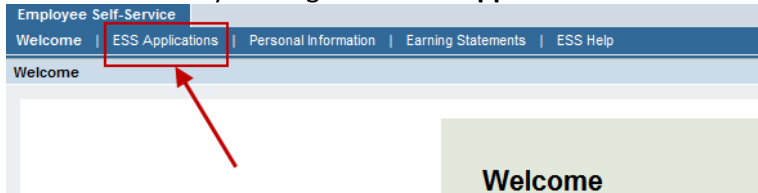
## Procedure

1. Start all ESS actions by logging into the Washington State HRMS Portal.

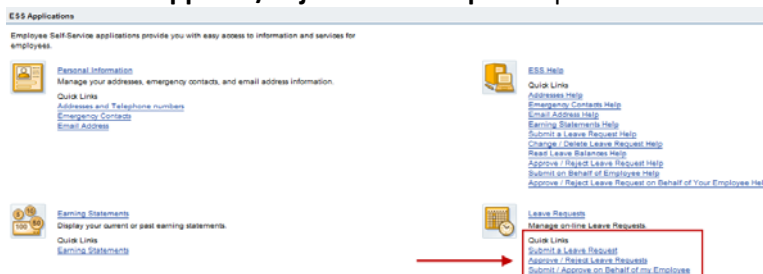


For help logging in see the "Logging In" procedure.

2. Start the action by clicking on the **ESS Applications** tab.



3. Click on the **Approve/Reject Leave Requests** quick link.



4. **Display and Edit**

Click on the blue box to the left of the leave request to select. Once selected, the leave types and associated balances for the employee will display at the bottom of the screen.



Leave may be submitted up to 30 days after it was taken (past), or up to 12 months in advance of taking it (future). For anything prior to that contact your payroll or time and attendance office for assistance.



Leave is displayed in the order the request was submitted by the employee. At this time you cannot sort the columns in the worklist table.

**Approve / Reject Leave Requests**

**Leave Request: Approval**

1 Display and Edit    2 Review and Send    3 Completed

[Show Team Calendar](#)    [Hide Worklist](#)

**Requests waiting for approval**

Date of Request	Requester	Type of Leave	From	To	Used
3/30/2011	ROBERT SPENCER P	Vacation Leave	3/30/2011	4/1/2011	24 Hours
5/13/2011	ROBERT SPENCER P	Inclement Weather U	5/3/2011	5/3/2011	
5/13/2011	ROBERT SPENCER P	Bereavement Leave U	5/18/2011	5/18/2011	
5/13/2011	ROBERT SPENCER P	Sick Leave	5/13/2011	5/13/2011	4 Hours
5/13/2011	ROBERT SPENCER P	Vacation Leave	5/16/2011	5/16/2011	8 Hours

Row 1 of 6

**ROBERT SPENCER P has requested the following leave:**

Type of Leave:

Date:  To

Duration:  Hours (Partial hours may only be entered in increments of tenths of an hour)

Start Time:

End Time:

Used: Vacation Leave: 24.00 Hours

Time Account	Entitlement	Remainder
Sick Leave	192.50 Hours	188.50 Hours
Personal Holiday - Shift	1.00 Days	0.00 Days
Vacation Leave	64.00 Hours	24.00 Hours

[Previous Step](#)    [Approve](#)    [Reject](#)

**NOTE: A blank field indicates zero hours used.**

**Click blue box to select.**

**Leave Balance Information**



For an explanation of the *Time Account Table* see the "Read Leave Balances" procedure.



If you want to see a calendar overview of leave requests submitted by **all of your direct reports**, click the **Show Team Calendar** link. This will include requests that are approved, pending or a deletion is requested.

The current month displays using a color code for types of absences.

**Blue-Absent**

Scheduled absence or approved leave.

**Light Blue – Multiple Entries**

Multiple pending or approved leave requests on one day.

**Pink – Sent**

Pending leave request.

**Red – Deletion Requested**

Leave request which the employee has submitted for deletion.



**Hint:** Hover your cursor over the box/date for the employee to see what type of leave was submitted.

Approve / Reject Leave Requests

Leave Request: Approval

1 Display and Edit 2 Review and Send 3 Completed

Hide Team Calendar Show Worklist

Display Data for: All Employees for: May in: 2011 Go

2011 May

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue						
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
BRAY COLLEEN M																														
FREEMAN STANLEY																														
MASON LILY K																														
MITCHELL-GREVE SAND E																														
MORRISH KRISTI A																														
MUTNICK JAMES ALEX																														
PARSON JANET H																														
ROBERT SPENCER P																														
ROSSOW DEBRA J																														
SANDRIN AMY M																														

Absent Multiple Entries Sent Deletion Requested

Page 1/2 Go to Refresh

Data from 5/13/2011 1:42:50 PM Refresh



**Hint:** Use the **Refresh** link to update the records with the most current information. Department of Personnel processes leave requests every 15 minutes.

5. **Display and Edit**

Click the **Approve** button to approve the request.

OR

Click the **Reject** button to reject the request. Once selected, the **Note for Requester** field appears. It is recommended to complete this field, the message will be sent back to the requestor.



Remember to follow your agency's leave procedure when submitting a request. Consult with your Human Resources office or Supervisor when using Shared Leave or Leave Without Pay.

ROBERT SPENCER P has requested the following leave:

Type of Leave:

Date:  To

Duration:  Hours (Partial hours may only be entered in increments of tenths of an hour)

Start Time:

End Time:

Used: Vacation Leave: 24.00 Hours

Time Account	Entitlement	Remainder
Sick Leave	192.50 Hours	188.50 Hours
Personal Holiday - Shift	1.00 Days	0.00 Days
Vacation Leave	64.00 Hours	24.00 Hours

## 6. Review and Send

Review the entries made to ensure they correctly reflect your intended request. If you need to make a correction, click the **Previous Step** button.

If everything is correct, click the **Approve Request** button.



If you do not click the **Approve Request** button the request will not be saved.

**Approve / Reject Leave Requests**

Leave Request: Approval

1 Display and Edit    2 Review and Send    3 Completed

ROBERT SPENCER P has requested the following leave:

Type of Leave: Vacation Leave

Date: from Wednesday, March 30, 2011 to Friday, April 1, 2011


Duration: 24 Hours

Start Time: 8:00am

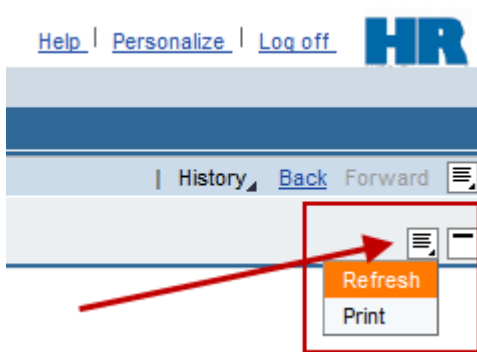
End Time: 5:00pm

Used: Vacation Leave: 24.00 Hours

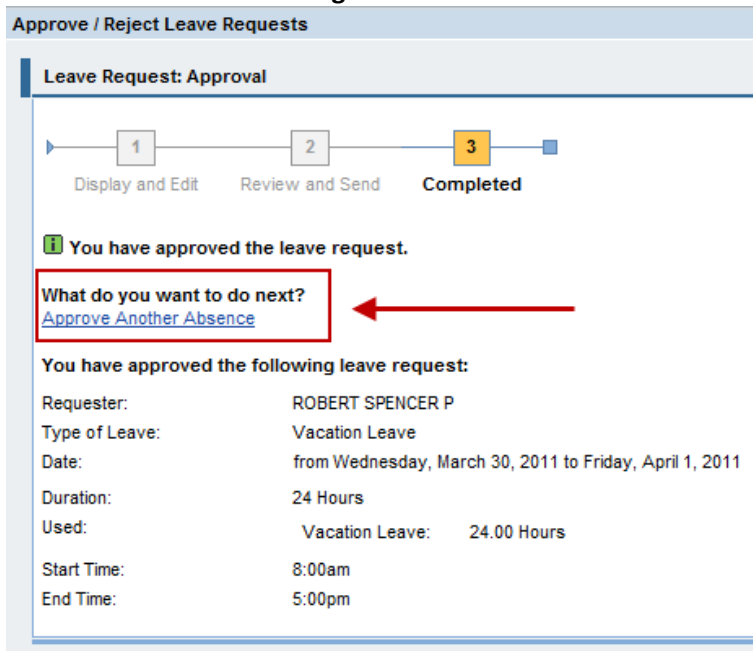


If you receive this error “ **Please refresh and approve/reject the most current request**” use the **Refresh** link to update your screen and view the current version of the leave request.

The **Refresh** link is located on the upper, right side of the screen. Click on the icon to display.



7. **Completed**  
You have approved this **Leave Request**.
8. You have completed the action. If you want to approve another absence, click the **Approve Another Absence** link or **Log-off** of ESS.



After the leave request has been approved it will be posted to the state's payroll system (HRMS). Department of Personnel processes leave requests every 15 minutes and uses the employee's work email account to send a notification whether the request was approved or rejected.

From: TIDALSAP [TIDALSAP@wa.gov]  
To: [REDACTED]  
Cc:  
Subject: Your leave request has been processed

Your leave request(s) has been processed. To view your leave account, visit the leave request application at Employee Self Service (<https://wahrms.wa.gov/>).

Approved Requests:  
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Requester : MASEN LILY K ( 00319438 )

Request: Bereavement Leave U, 10/21/2010

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**Logging out correctly is important.** When you are done working in ESS, exit the program by clicking on the ***“Log off”*** link in the upper right-hand corner of any screen. This permits the web browser to shutdown securely, protecting your personal information. **DO NOT** shutdown ESS by clicking on the ***“Close X”*** in the upper right-hand corner of the screen. This does not close your session down securely.

